



# TOWN OF GRAFTON

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## 2023 Conflict of Interest Training:

Starting in 2010, municipal employees\* have been required to annually review and acknowledge receipt of the "Summary of the Conflict of Interest Law" and every two years complete an on-line Conflict of Interest Training. For 2023, the State Ethics Commission has created a new online training program that will store the completed documents.

To complete the training, please visit the following link and follow the steps below:

<https://massethicstraining.skillburst.com/> We have been advised that it is best to take the test via a GOOGLE browser.

### Step 1:

- Create a log in: For most employees, this will be the first time, please click First time logging in
- Enter your email, name, and last name (home/personal email can be used)
- Select your organization: **Grafton** & Click **Get Access**

### Step 2:

- You will receive an email to create a password
- Click on the link and create a new password
- Click to Log in
- Enter your email address from above and the new password you recently created

### Step 3: Once you are all logged in

- First part of the training: Click Launch (Green Button) for **State Ethics Commission Conflict of Interest Law Training (Length is 1 hour)**
- Second Part of the Training: Click Launch (Green Button) for **Acknowledge Receipt of the Summary of the Conflict-of-Interest Law for Municipal Employees (Length is 10 minutes)**

You no longer have to print, sign and submit documents to the Clerk's Office. With the new portal, the Town Clerk's Office will receive certificates automatically and will track your compliance by reviewing reports on the portal. You have the option to complete the training in parts because your progress saves, or you can complete it all in one sitting. As a reminder, **all municipal employees\* in Massachusetts are required to comply with the state conflict of interest law, Massachusetts General Laws chapter 268A.**

**Once you have completed the Training and Acknowledgement Receipt, you are all set for the next 2 years.**

If you have any questions, please reach out to [clerks@grafton-ma.gov](mailto:clerks@grafton-ma.gov).  
Thank you!

*\*The Massachusetts Ethics Commission defines 'municipal employee' as: A person performing services for or holding an office, position, employment, or membership in a municipal agency, whether by election, appointment, contract, or engagement, whether serving with or without compensation, on a full- or part-time, intermittent, or consultant basis.*